

**REQUEST FOR HQUSACE RESOURCE SUPPORT**  
**Sustaining Base Leadership and Management (SBLM) - SBLM 02-01**

**Civil Funded Corps Members Only**  
*(Military Funded Corps Members: this form is not applicable; HQDA funds directly)*

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Work Phone Number:** \_\_\_\_\_

**Pay Plan:** *(GS/DB/WG, etc.)* \_\_\_\_\_ **Series:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Career Program or Career Field:** *(CP18, CF29, etc.)* \_\_\_\_\_

**Please check AND provide cost in items # 3 and 4: Airfare w/ground transp.** \_\_\_\_\_ **POV** \_\_\_\_\_  
*(See instructions below)*

**Period of Training**      **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

<b>Activity:</b>	<b>Servicing RM Office POC &amp; Phone Number:</b>
<b>APPROVAL (Supervisor):</b>	<b>Signature:</b> _____ <b>Date:</b> _____
<b>APPROVAL (Activity Rep.)</b>	<b>Signature:</b> _____ <b>Date:</b> _____
<b>APPROVAL (MACOM Rep.)</b>	<b>Signature:</b> _____ <b>Date:</b> _____
<b>APPROVAL (HR Rep.)</b>	<b>Signature:</b> _____ <b>Date:</b> _____

Elements of expense	FY 02 costs	FY costs	Total costs to MIPR
<b>1. Tuition</b>	<i>PAID BY</i>	<i>HQDA</i>	<i>(NO COST TO ACTIVITY)</i>
<b>2. Per Diem*</b>	\$6,857*	N/A	\$6,857
<b>3. Travel*</b>		N/A	
<b>4. Misc. Transportation Expenses*</b>		N/A	
<b>5. Contract Meals</b>	<i>PAID BY</i>	<i>HQUSACE</i>	<i>(NO COST TO ACTIVITY)</i>
<b>6. Salary</b>	<i>PAID BY</i>	<i>PARENT</i>	<i>ACTIVITY</i>
<b>7. Benefits</b>	<i>PAID BY</i>	<i>PARENT</i>	<i>ACTIVITY</i>
<b>8. TOTAL*</b>		N/A	

*\* Paid by HQUSACE via MIPR to activity*

**Instructions for completing this form:** HQUSACE funding is limited, so please ensure accurate travel costs. Any costs authorized by the participants' activity are the responsibility of that activity. Parent activities are responsible for preparing civil-funded participants' TDY orders. **HQUSACE does not authorize rental cars or reimbursement for local travel while on per diem. Participants' salary and benefits will be paid by the parent command.** POV will be authorized only if advantageous to the government. HQUSACE will pay up to 700 miles **round trip** and **will not exceed** common carrier transportation costs. (e.g., 700 miles X 34.5 cents per mile = \$241.50). **All forms and information required are the responsibility of the trainee.** Please see <http://cpol.army.mil/train/catalog> for more detailed information on SBLM. **PLEASE FAX COMPLETED FORM** to Ms. Jean Neill, 256-895-7469 . If you have any questions, please contact Jean Neill, 256-895-7423 or Ms. Linnea Kerins. 202-761-0555.